

## INFORMATION TECHNOLOGY COMMITTEE

January 15, 2013

8:30 am

Conference Room 202

**Present:** Chairman Ron Niemann, Bob Boyle, Marie Wamsley, Kim Winslow, Jason Walter, and Becky Taylor

(1) **Call to Order:** The meeting was called to order at 8:30 am by Chairman Niemann

(2) **Proof of Posting:** Ron asked if the meeting was properly posted, and Kim advised that the agenda was posted by the County Clerk's office in the Courthouse, Hospital, Darlington Municipal Building, and the County's website.

(3) **Action on Agenda:** Motion by Winslow, second by Boyle, to approve the agenda as presented. Voice vote, motion carried.

(4) **Action on Minutes:** Motion by Boyle, second by Wamsley, to approve the minutes from the December 18, 2012 meeting as presented. Voice vote, motion carried.

(5) **Purchase of a printer for the Treasurer's Office:** Becky advised that their all-in-one printer (print/color copy/scan/fax) has quit working. The printer was purchased back in 2007, and is used quite frequently by all employees in the office to perform all of those tasks. Becky would like to purchase a new one, and the quote Jason gave her for a new all-in-one printer is \$149.99. A motion was made by Boyle, second by Wamsley to approve the purchase of this new all-in-one printer for \$149.99. Voice vote, motion carried.

(6) **Internet at the Manor:** Jason just wanted to inform the IT Committee about what has been happening with the internet service at the Manor. The internet at the Manor has been having a lot of service interruptions. Their internet has been out 2½ days already this month. One issue is, for whatever reason the modem stops communicating with the servers. They restart everything, and the internet starts working again. In speaking with Mediacom, if they have a technician come onsite to work on the modem more than 5 times, they will replace the modem. The other issue is one of the technicians said that there is too much current out on the line, that it blows a fuse out on the pole. If that keeps happening, Jason feels that is a legitimate reason for us to get out of our contract with Mediacom, because they can't provide the service.

In speaking with Mediacom, he found that the Manor is in the middle of a 3 year contract with them. If we wanted to discontinue our contract with them, we would have to pay every month that is left in the 36 month contract (apprx. \$2,200-\$2,600). Mediacom usually does not allow customers out of their contracts, unless there is a huge issue, such as continuous problems with the line where a technician has to come onsite several times a month, and it is documented as such

We need to document all problems and outages, and if necessary, Ron can contact our representative at Mediacom.

(7) **Coverage of IT department during IT Administrator's extended absence in June:** Jason will be out of the country on vacation for three weeks in June (June 9 – June 29), so Becky wanted to let the IT Committee know now, so we can plan accordingly. Becky felt that Christine would not be able to handle everything on her own, especially with working two other part-time jobs. Chris can handle the service calls, but if something critical should happen, we would need assistance. Jason said that he has been organizing and documenting as much stuff as he can, along with working with Chris in getting her more comfortable working on situations, etc.

Different ideas were discussed, and it was mentioned that we should ask Christine if she would be able to go full-time for the three weeks that Jason is gone on vacation. Marie is also going to talk to David Chitwood to see if he could cover the Hospital for the three weeks that Jason is gone. And Becky said that we have support from ACS for any issues we would have with the AS400.

Once we find out if Christine would be able to cover those three weeks full-time or not, we can go from there.

(8) **Wireless microphones and sound system for the County Board Room:** Pat Shea was not at the meeting, but he did email us quotes from Fuzzy's Audio & Video. The quote for the wireless microphone system is \$22,198.90. The quote for the internet set-up to broadcast meetings is \$1,476.47. The only concern Jason had was the recommended internet connection, which asks for 5Mbps. Jason felt that we were almost at capacity on that already, so we may want to look at increasing our broadband capacity before implementing the internet portion of this project. A motion was made by Wamsley, second by Boyle, to pass this recommendation onto the B & I Committee once Pat Shea returns to present it to the committee, letting them know we have the IT infrastructure that would support this system. Voice vote, motion carried.

(9) **Management software for future computer inventory:** Jason and Christine have been working with Spiceworks, and have found that it has a great number of features. One of them is the ability to scan the devices on the network, and then put them into a database. They are still working with this, but they feel that this is going to work for their future inventory needs.

(10) **New email server, email software, and email encryption:** Jason needs to talk to David Chitwood regarding the email encryption for the Hospital. He knows what the rest of the County needs, but he's not exactly sure what is required for the Hospital. Once he gets the encryption part figured out, he can proceed with looking into new email servers and software. But Jason will not implement the new email server project until he returns from his vacation this summer.

(11) **AS400 training for IT department:** no information available at this time. Table to next meeting.

(12) **Making part-time IT position a full-time position:** Jason and the IT Committee would like to make Christine's position a full-time position. Right now, Jason has a list of 25 different projects that he needs to get completed, but he can't get them done with Christine here part-time. And with the major projects, he can't focus on them when he is being called away to answer service calls.

Ron suggested that we compile a list of facts and figures to present to the Human Resources Committee, to justify making the part-time position to full-time, and we will bring it back at the next IT meeting for approval, to be passed onto the Human Resources Committee.

(13) **Monthly update from IT Department:** Jason has reported on most issues throughout this meeting.

(14) **Approval of IT Vouchers:** Kim presented the one voucher, in the amount of \$2,380.41. This voucher included wall jacks and the monthly cell phone bills for the IT Department. It also included three new computers and monitors, software, and a headset for the Hospital. A motion was made by Boyle, second by Winslow, to approve the voucher as presented. Voice vote, motion carried.

(15) **Future Agenda Items:**

- coverage of IT department during IT Administrator's extended absence
- new email server, email software, and email encryption
- AS400 training for IT Department
- full-time IT position for Christine Douglas
- upgrade of T1 line at the Courthouse

(16) **Next meeting date:** February 14, 2013 @ 8:30am

(17) **Adjournment:** Motion by Wamsley, second by Boyle, to adjourn the meeting. Voice vote, motion carried.

DRAFT